

### **Overview**

In general terms, a time extension is a request to extend the expiration date of a previously approved entitlement, such as a tentative map, design review, use permit, or variance. Approved entitlements typically include a one or two-year “activation” period. In the case of a tentative map, this means a final map needs to be recorded within two years of the original approval date. If for some reason this cannot be accomplished, then the applicant (i.e., subdivider) would need to submit a request to extend the timeframe within which a final map would need to be recorded. Time extension requests **must** be submitted to the City **prior** to the applicable expiration date.

### **Submittal Requirements**

No application will be accepted for processing until one hard copy of the following information is submitted to the satisfaction of the Community Development Department:

1. Completed Universal Application, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. Applicable filing fees.
3. Detailed written statement describing the length of the requested time extension and the reason(s) for it.
4. Preliminary title report for the subject property, no more than three months old at the time of submittal.
5. Flash drive or CD containing all written documents in Word format and all maps/plans in PDF format.
6. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.

### **Processing Time**

Time extensions are typically processed in 2-3 months.

### **Public Hearings Required**

Time extensions may or may not require noticed public hearings before the Zoning Administrator or Planning Commission, depending on the nature of the applicable entitlement(s). For public hearings, the City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.

### **Appeal Process**

Decisions made by either the Zoning Administrator or Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the Brentwood Municipal Code. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.